

Sisseton-Wahpeton Oyate

Job Description

Job Title: Café Rover

Reports to: Café Manager

Duties and Responsibilities:

1. Assist with preparing and serving food in SWO Café and catering duties.
2. Assist with Café cleaning duties and stocking groceries/ supplies.
3. Prepares food in accordance to menu and recipes approved by Manager.
4. Assist with register when needed.
5. Assist with weekly inventory
6. Other duties as assigned.

Qualifications:

High School Diploma or GED required

Customer Service Skills

Experience with Microsoft Office, Word, Excel and Outlook

Ability to communicate clearly with coworkers and the public

Must possess a strong work ethic and be able to work flexible, various and sometimes, long hours

Approved _____

_____ Date 6/23/23